

This email addresses two issues: Golden Passport destruction procedures and Annual Pass update and interim policy.

1. Golden Age/Access Pass. Several field offices have asked for guidance on destroying the now obsolete Golden Passports (Age and Access) currently held in stock. The Corporate Business Office accountable forms manager has recommended the following procedures:

It is important that you communicate with your district Information Management Office accountable forms person to determine his/her preferred method of destruction before taking any action. District accountable forms personnel should be familiar with procedures for destroying obsolete accountable forms.

Option 1: Employee who initially signed the DA-410 (accountable form) for the passports should issue a memorandum for the file record, noting accountable numbers for all passports that are to be destroyed. This memorandum should be signed by both the responsible employee and the OHM and placed in the accountable records file at the project office. The passports should then be destroyed in any manner that renders them unusable or exchangeable (shredding, burning, etc.).

OR

Option 2: All passports should be returned to the district accountable forms person for disposal. Bear in mind that this will require that a new DA-410 record be created to transfer these accountable forms back to the appropriate personnel, who then should take action to destroy them in the manner described in Option 1.

2. Annual Pass Update. We realize that there is a lot of concern about annual passes as well. Once again, the GPO contractor has failed to deliver on the specified date of November 1st, and we learned early this week that they still haven't left the printer's shop despite numerous promises by the contractor back in November and December. The latest information is that the passes will be shipped next week to our Publications Depot. The Publications Depot has promised to drop all other work to issue these to the district accountable forms managers as soon as possible.

At Lynda Nutt's suggestion, we will be looking hard at revising our print schedule and contracting options for these passes so that in the future we will not experience this kind of serious delay again. Last year, Lynda took the initiative to actually revamp the materials used for the annual pass to simplify the specifications which were being blamed during previous late deliveries. Obviously, other issues are still causing problems with GPO contractors. We apologize for this delay and assure you that we will continue to work to correct the problems.

3. Annual Pass Interim Policy. Previously, we established interim policy to address issues created by late delivery of the passes. The same interim policy will be in effect this year until the new 2007 passes are received and distributed to you. The 2006 pass is valid for a full 12 months following purchase. If the delay this year continues beyond the expiration date of the 2006 pass, the 2006 pass will

continue to be valid until the 2007 passes are received. Our customers who buy daily passes instead of annual passes are not affected by this delay. The customers who will be adversely affected are those who don't have a 2006 pass and wish to buy one now for 2007. While this is a relatively small percent of our total customer base, we have at least inconvenienced them and are mindful of that. I know you will provide the best customer service possible to these customers, while maintaining fiscal accountability.

Questions about either destruction procedures for golden passports or the annual passes should be directed to Lynda via email at [lynda.g.nutt@usace.army.mil](mailto:lynda.g.nutt@usace.army.mil).

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